

**STIP  
STATE TRANSPORTATION IMPROVEMENT PROGRAM**

**NOMINATION FACT / FUNDING SHEETS**

**INSTRUCTIONS**

**STIP  
STATE TRANSPORTATION IMPROVEMENT PROGRAM  
Project Nomination Fact Sheet  
Instructions**

**GENERAL**

Section 45 "Project Fact Sheets" of the California Transportation Commission (CTC) amended State Transportation Improvement Program (STIP) Guidelines requires STIP Fact/Funding Sheets be prepared whenever a project is added to the STIP, or whenever there is a change to a STIP project in conjunction with a STIP Amendment. These sheets provide the information necessary to properly program, or amend a project in the STIP in accordance with State statutes and CTC policies. The Fact Sheet is prepared by the responsible agency implementing and delivering the project, with assistance from the Regional Transportation Planning Agency (RTPA), Caltrans District Office or Headquarters (HQ) Transportation Programming, as appropriate. All information is to be provided by the responsible/implementing agency unless otherwise noted.

The Fact Sheet is to be limited to two pages. The first page is the project Information, with information provided in as brief a format as possible. The second page is for location maps.

The CTC STIP Guidelines should have been read and fully understood prior to preparation of the Fact/Funding Sheets. The Guidelines and templates of the Fact/Funding Sheets are located at: <http://www.dot.ca.gov/hq/transprog/stip.htm>.

Whenever a group of projects is to be submitted at the same time, it is encouraged to provide a summary sheet listing the appropriate Project Identifiers, brief project description and the funding information (See Attachment "Project Summary Listing"). This is to ensure that all nominations are accounted for when a large number of projects are submitted simultaneously.

**STIP AMENDMENT VS NOMINATION SHEET**

The Fact Sheet, together with the Funding Sheet, and cover letter from the Regional Transportation Planning Agency (RTPA), or Caltrans District Office constitute a complete submittal for new project nominations in the RTIP and ITIP. However, whenever an existing STIP project is amended, the Fact Sheet and Funding Sheet serve as attachments to the STIP Amendment Request Letter. The STIP Amendment Request Letter provides a brief Summary of the requested CTC action, a Background describing the history of the project, and an Explanation which outlines the existing project programming, the requested change in programming, and the resulting programming as it is being proposed for the STIP. The Letter should also include any other pertinent information necessary to provide the CTC with a clear understanding of the proposed amendment. If the implementing agency, rather than the RTPA, is submitting the STIP Amendment request, then a concurrence letter from the RTPA must be attached.

**PROJECT INFORMATION**

Project information provides the basic information necessary to identify the project for planning, programming and monitoring purposes. This information is used for project identification, reporting and tracking purposes.

**Fact Sheet Date**

"Fact Sheet Date" is the date the Fact Sheet was first prepared or later modified. It is the most recent Fact Sheet revision date.

The Fact Sheet Date must be entered whenever a Fact Sheet is first prepared and updated whenever the sheet is revised. The date is used to distinguish the most recent nomination sheet from previous submittals to ensure the project is programmed with the most current information submitted. Incorrect

dates, or omission of a date can result in incorrect project programming, resulting in the need for a later STIP amendment to correct the project data.

**County**

"County" is the full county name from which the Regional Transportation Improvement Program (RTIP) funds are being contributed. For projects programmed with Interregional Transportation Improvement Program (ITIP) funds, and no RTIP funds, the county in which the project is located is used.

The county is needed to properly adjust Regional Shares. If the project is located in a county other than the county contributing the RTIP funds, then the county in which the project is located would be identified in the "Location and Project Limits" section of the Fact Sheet. Since the Interregional Transportation Improvement Program (ITIP) is a Statewide program, projects funded with ITIP funds as the only STIP contributing funds will display the county in which the project is located.

Sometimes it may be necessary to "split" a project at a county line whenever there is joint partnership of funding, placing the respective county share in the appropriate county. This requires multiple Fact Sheets for each of the contributing counties. These will be considered on a case by case basis, with assistance from Caltrans HQ Transportation Programming.

**Caltrans District**

"Caltrans District" is the district in which the project is located.

The Caltrans District is needed for project identification purposes. A map showing the Caltrans Districts is located at: <http://www.dot.ca.gov/distmap.htm>

**PPNO**

"PPNO" is an identification number assigned by Caltrans for all STIP projects.

The PPNO is used by the CTC to uniquely identify and track a STIP project. The responsible agency preparing the Fact Sheet should contact the appropriate Caltrans District office to assign a PPNO prior to submittal of a Project Fact Sheet. The PPNO is a four-digit number unique to each District. A fifth alpha character may be added as a suffix for the PPNO whenever projects are split or receive partial allocations.

Caltrans HQ Transportation Programming assigns PPNOs for intercity Rail projects administered by the Caltrans Intercity Rail Program and programmed through the Interregional Transportation Improvement Program (ITIP).

Fact and Funding Sheets must be submitted with a PPNO, even for new projects.

**EA**

"Expenditure Authorization (EA)" is a unique number assigned by Caltrans for all projects.

The EA is used by Caltrans to identify and track expenditures for a specific project. For Caltrans projects, as well as Mass Transportation and Intercity Rail projects, the EA is assigned by Caltrans at the time of programming. For Local Assistance (including TEA) projects, the EA is assigned generally at the time of allocation.

For Intercity Rail Projects, and projects on the State Highway System, whether implemented by Caltrans or another agency, the Fact Sheet must be submitted with an EA. Fact Sheets for Mass Transportation projects may be submitted without an EA, but must be assigned by Caltrans prior to CTC action. Fact sheets for Local Assistance projects (local streets and roads projects implemented by a local agency off the State Highway System) may be submitted without an EA.

**Region/MPO/TIP ID**

"Region/MPO/TIP ID" is the unique project identification number assigned by the RTPA. Within regions represented by a Metropolitan Planning Organization (MPO) the number is the MPO ID or federal Transportation Improvement Program (TIP) ID.

The Region/MPO/TIP ID is used to relate the project with regional documents, which often use unique identifiers other than the PPNO or EA. All STIP projects that are within an MPO, and are to receive federal funds, must be included in a federal Transportation Improvement Program (TIP). To help track and monitor the inclusion of STIP projects in the federal TIP, it is encouraged that all STIP projects are assigned a TIP ID prior to submittal of a STIP Fact Sheet.

**Rural / Urbanized**

"Rural (R), Urbanized (U)", is the appropriate urbanized designation in which the project is located.

This designation is necessary for tracking purposes of all STIP projects, and is to be completed by the implementing/responsible agency. This is particularly important for ITIP project, a portion of which must be programmed based on rural and urbanized designations. For purposes of the Fact Sheet, "Urbanized" refers to an urbanized area with a population greater than 50,000, according to the latest federal census information, and is input in the fact sheet as an 'U'. "Rural" refers to all other areas outside an "urbanized" area of 50,000 population, and is input into the Fact Sheet as an 'R'.

**Route/Corridor**

"Route/Corridor" is the State Highway or intercity rail corridor on which the project is located.

The Route/Corridor is used for project location and reporting purposes, and is required for all projects on the State Highway System and all Intercity Rail projects. Transit agencies may identify a specific corridor or extension, if they so desire, but are not required to do so.

**PM/KP Back and PM/KP Ahead**

"PM/KP Back" is the PostMile (PM) and KiloPost (KP) location on the State Highway or Intercity Rail line for the beginning project limits. "PM/KP Ahead" is the PostMile (PM) and KiloPost (KP) location on the State Highway or Intercity Rail Line for the ending project limits.

The PM/KP Back and Ahead are required for locating projects on the State Highway System as well as for Intercity Rail Projects. Projects on the State Highway system must identify both the PostMile (PM) and KiloPost (KP) locations (with appropriate prefixes). Intercity Rail projects need only identify the PostMile Limits.

**Legislative Districts**

"Legislative Districts" are the applicable Legislative District Number(s) in which the project is located.

"Senate District" is the State Senate District Number(s) in which the project is located. "Assembly" is the State Assembly District Number(s). "Congressional" is the House of Representatives District Number(s) in which the project is located. The Legislative Districts are used for reporting project programming and allocation information to the appropriate Legislative office.

**Project Sponsor**

"Project Sponsor" is the primary supporter for the project, and is usually, but not necessarily, the implementing agency.

The Project Sponsor is usually the same as the Responsible Agency/Implementing Agency for the Project. The project sponsor may differ when one agency is responsible for delivering the project, and

another agency is providing the majority of the funding (i.e., when Caltrans constructs a project on the State Highway System, using primarily local Measure funds).

**Implementing Agency**

"Implementing Agency" is the agency responsible for delivering the project within cost, scope and schedule.

The Implementing or Responsible Agency is the agency responsible for delivering the project within cost, scope and schedule, and is also the agency to receive the allocation of funds as programmed in the STIP. The identification of the Implementing/ Responsible Agency determines how project components are programmed in the STIP, and therefore must be properly identified. Whenever Caltrans is identified as the Implementing/ Responsible Agency, Right of Way Support and Construction Support will be programmed separately from Right of Way Capital and Construction Capital. For all other Implementing/ Responsible Agencies, Right of Way Support and Construction Support are programmed together with the Right of Way Capital and Construction Capital components.

**Project Title**

"Project Title" is a concise statement of the Project Description

The Project Title is used to identify and describe the project in the shortest possible term that can be understood by the various project proponents. It is used to relate the project back to local and regional planning documents as well as the federal TIP.

**LOCATION AND PROJECT LIMITS**

The "Location and Project Limits" section is a very brief description of the project location. The location should start with a listing of the cities or communities in which the project is located followed by the cross streets or other distinguishing features that identify the beginning and ending project limits as appropriate. Long-distance Rail projects should include a listing of the counties in which the project is located followed by the cities or communities or other distinguishing features that identify the beginning and ending project limits. For rural projects, the nearest community should be identified along with the beginning and ending limits.

**DESCRIPTION AND SCOPE OF WORK**

The "Description and Scope of Work" section is a very brief description of the project. Generally the description should be two lines or less, but more complex projects, with several different activities, may require more. When the STIP funding is just a part of an overall larger project, the description should include both the overall project scope of work, followed by a break out of the project segment or activities to be completed with the STIP funding identified in the Fact Sheet.

**TRANSPORTATION PROBLEM TO BE ADDRESSED AND PROJECT BENEFITS**

The "Transportation Problem to be Addressed by Project and Description of Project Benefits" section is a brief explanation of the need for the project and the expected benefits derived from the project. This section provides an overview of the purpose of the project and helps justify the funding.

**TOTAL PROJECT COMPONENT COSTS**

The "Total Project Component Costs" section provides a summary of the project funding as identified in the Fund Sheet. Funding is listed by component, and summarized by existing funding, funding changes (either new funding, an increase in funding, or a decrease in funding) and any future uncommitted funding needs. The "R/W SUP" And "CON SUP" components are used only for projects implemented by Caltrans. For all

other Implementing Agencies, Right of Way Support and Construction Support are programmed together with the Right of Way Capital and Construction Capital components respectively.

The Fiscal Year is the State Fiscal year, starting July 1, in which funds are first programmed for that component. If the funding is programmed in multiple years for a component, the fiscal year displayed is the first year, and the amount shown is the total of all the fiscal years wherein funding is intended to be programmed. The Fiscal Year is displayed in a "yy/yy" format to avoid inconsistent use of fiscal year dates. The dollar amount should be escalated as appropriate, and displayed in thousands. Negative amounts (funding decreases) are shown within parentheses "( )".

A project receiving STIP funds for a smaller distinct useable segment of an overall larger project displays only the funds contributing to the distinct useable segment of the overall larger project. If STIP funds are used in such a manner that the funds are not a distinct useable segment, then funding for the entire overall project must be displayed.

It may be necessary to complete the STIP Nomination Fund Sheet prior to entering data into the "Total Project Component Costs" section.

#### **Prior and Existing Funding**

The "Prior and Existing Funding" columns display any prior and existing funding as programmed in the most recent STIP, including any subsequent amendments. The "STIP" column includes RTIP, ITIP and "Grandfathered STIP" funding, while the "Other" column includes all other existing non-STIP funding contributions to the project. Since new STIP funds cannot be added as "Grandfathered", any decrease in "Grandfathered" STIP funds are displayed in the "Prior and Existing Funding" column, rather than the "Change in Funding" Column. If the "Grandfathered" STIP funds are to be decreased, a note under the "Special Funding Conditions or Terms" indicating this fact is necessary.

#### **Change in Funding**

The "Change in Funding" columns display any increases/additions or decreases (subtractions) to STIP and Other funding as a result of the programming request. A new project being added to the STIP would display all the funding in the "Change in Funding" column. A project receiving a funding increase would show only the amount being added. A project receiving a funding decrease would show only the amount being (subtracted).

The "STIP" column displays changes to RTIP and ITIP funding separately, with funding decreases shown within parentheses "( )". If the request is for a schedule change with no change in funding amount, the new programmed fiscal year would be shown with \$0 for the change in funding. Since new STIP funds cannot be added as "Grandfathered", any decrease in "Grandfathered" STIP funds are displayed in the "Prior and Existing Funding" column, rather than the "Change in Funding" Column.

The "Other" column displays funding changes to Non-STIP funding, with funding decreases shown within parentheses "( )". If changes are proposed for more than one Non-STIP funding source for a project, this column will indicate the cumulative change proposed. In such cases, the proposed change for individual Non-STIP funding sources will be described separately in the Funding Sheet.

Except for new projects, the "RTIP", "ITIP", and "Other" columns may not necessarily equal the "RTIP", "ITIP" and "Other" funding as shown in the Funding Sheet, since the Funding Sheet displays "before" and "after" program amounts, while the Fact Sheet "Change in Funding" columns display the proposed "change" in funding. The TCRP funds need to be shown under "Non-STIP" funds.

#### **Additional Need**

The "Additional Need" column displays any additional funding needed for the project that has not yet been committed. An explanation of this additional funding is to be provided in the "Expected Source(s) of

Additional Funding” section. The “Additional Need” column must equal amount of the “Additional Funding Needs” total identified at the bottom of the second page of the Funding Sheet

**Total**

The “Total” is the sum of each of the components across the various columns. All amounts should add (or subtract out) so that the amounts shown in the “Prior and Existing”, “Change in Funding” and the “Additional Need” columns add up to the amount in the “Total” column. The “Total” column must equal the “Project Total” in the “Proposed Total Project Cost” total at the top of the first page of the Funding Sheet.

**EXPECTED SOURCE(S) OF ADDITIONAL FUNDING**

The “Expected Source(s) of Additional Funding Necessary to Complete Project” section is a brief explanation of the anticipated timing and source(s) of amounts shown in the “Additional Need” column of the “Total Project Component Costs” section. Since only fully-funded components can be programmed in the STIP, it is important that this explanation include a justification of why and how the amount programmed constitutes a distinct useable segment. Generally earlier components (such as Project Development) must be fully funded prior to programming later components (such as Construction).

For projects with an “Environmental Only” PSR, a notation of such is to be included in this section.

**SPECIAL FUNDING CONDITIONS**

The “Special Funding Conditions or Terms” section is a brief explanation of any special funding circumstances such as RTIP/ITIP partnering, special treatment of federal Demo, RSTP, and CMAQ funds and State-only or federal-only funding designations, etc. Requesting a special funding designation in the Fact Sheet does not guarantee the project will receive the special funding. An Exception Request, as appropriate, must still be approved by Caltrans HQ Budgets prior to allocation of any special funding. It is preferred that an exception request be submitted to Caltrans Budgets concurrently with the programming action so that special funding may be approved at the time of programming.

**FTA Grant Type**

The “FTA Grant Type” indicates the type of FTA Grant (5307, 5309, 5310, 5311, and 5336, etc.) and is applicable only for transit projects to be funded in part from a Federal Transit Administration (FTA) Grant. Section 26 “Federalizing Transit Projects” of the CTC adopted STIP Guidelines should be read prior to providing this information.

**FTA App. Date**

The “FTA Application Date” is the proposed timing of the FTA grant application, and is applicable only for transit projects to be funded in part from a Federal Transit Administration (FTA) Grant. Section 26 “Federalizing Transit Projects” of the CTC adopted STIP Guidelines should be read prior to providing this information.

**FTA Grantee**

The “FTA Grantee” is the name of the agency receiving the FTA grant funding, and is applicable only for transit projects to be funded in part from a Federal Transit Administration (FTA) Grant. Section 26 “Federalizing Transit Projects” of the CTC adopted STIP Guidelines should be read prior to providing this information.

**PROJECT MILESTONES**

The “Project Milestones” section displays the proposed schedule or actual completion of two project milestones.

**Project Study Report (PSR) Complete**

“Project Study Report (PSR) Complete” is the date (month, day and year, input in mm/dd/yy format) the PSR, or PSR equivalent, was completed. If the PSR is for Environmental Only, then a notation is made in the “Expected Source(s) of Additional Funding Necessary to Complete Project” section.

**Scheduled Circulation of Draft Environmental Document**

“Scheduled Circulation of Draft Environmental Document” is the date (month and year, input in mm/yy format) that the draft environmental document was, or is scheduled to be circulated. The type of document (EIR, Neg Dec, CE, etc.) is also to be displayed.

**PROJECT MANAGER**

The “Project Manager” section identifies the individual responsible for delivering the project within cost, scope and schedule, and serves as the single point of contact for the project should questions regarding project delivery arise.

**PROJECT LOCATION MAPS**

Page 2 of the Fact Sheet contains the location maps. There should be at least two maps, one showing a Statewide or Regional perspective of the project location, and a second, more detailed map showing specific features of the project surrounding area. The size and scale of the maps depends on the type of project and the project limits.

It is encouraged that maps be scaled to fit the page, and imported electronically into the document, so that a complete Fact Sheet may be transmitted and received electronically.

**CTC STIP GUIDELINES**

The CTC STIP Guidelines should have been read and fully understood prior to preparation of the Fact/Funding Sheets. The Guidelines and templates of the Fact/Funding Sheets are located at: <http://www.dot.ca.gov/hq/transprog/stip.htm>.



**STIP  
STATE TRANSPORTATION IMPROVEMENT PROGRAM  
Project Nomination Funding Sheet  
Instructions**

**GENERAL**

The Funding Sheet provides a detailed view of the proposed project programming, as compared to the funding summary provided in the Fact Sheet. The Funding Sheet distinctly identifies the various sources of funding that may be involved in a project. It delineates the programming breakdown for each funding source, and for each component within the funding source.

The Funding Sheet is available for download at <http://www.dot.ca.gov/hq/transprog/stip.htm> in two different formats, one designed for the 2000 STIP project nomination and the other for amending the existing 1998 STIP projects. Though the sheets are formatted to suit a majority of situations that may arise in nominating/amending projects, it may be required to update them periodically for formatting purposes. Therefore, it is strongly recommended to download a new copy of the Fact Sheet and Funding Sheet every time their use is warranted. After adoption of the 2000 STIP, the 1998 STIP project format will be removed from the web site. The input cells in the Funding Sheet are password protected to prevent accidental deletion of formatting and the embedded formulas.

A project receiving STIP funds for a smaller distinct useable segment of an overall larger project displays only the funds contributing to the distinct useable segment. If STIP funds are used in such a manner that the funds are not a distinct useable segment, then funding for the entire overall project must be displayed. Often, funding for larger projects may be split into smaller distinct useable segments or activities for programming and construction/contract award purposes. Caution must be used in displaying the various fund sources for these types of projects so that funding is not double counted in the STIP.

Information entered in the Funding Sheet tables must be numbers only (no alpha characters, and no 'blanks' or 'spaces' from the space-bar). Otherwise the spreadsheet formulas will not function properly, resulting in incorrect programming.

**PROJECT INFORMATION**

The project information such as County, Caltrans (CT) District, PPNO, Region/MPO ID, Implementing Agency and Project Title must match exactly the information provided on the Fact Sheet. Refer to the Fact Sheet Instructions for details on these items. The project description information entered on the top of the first sheet will automatically be carried over to subsequent pages of the Funding Sheet.

**Date**

"Date" is the date the Funding Sheet was first prepared or later modified. It is the most recent Funding Sheet revision date and should match the date of the Fact Sheet

The Date must be entered whenever a Funding Sheet is first prepared and updated whenever the sheet is revised. The date is used to distinguish the most recent nomination sheet from previous submittals to ensure the project is programmed with the most current information submitted. Incorrect dates, or omission of a date can result in incorrect project programming, resulting in the need for a later STIP amendment to correct the project data.

The date only needs to be entered on the first sheet of the Funding Sheet. The date is automatically carried over to subsequent pages of the Funding Sheet.

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**FUNDING INFORMATION****Components**

“Environmental Studies and Permits (E&P)”, also referred to as “Project Approval and Environmental Document (PA&ED)” for Caltrans projects, is programmed in the fiscal year during which environmental studies will begin. For Caltrans projects the costs are programmed in one fiscal year. For local agency projects these costs may be listed in more than one fiscal year, as appropriate. Refer to Section 50(a) “Program Year for Cost Components” of the CTC STIP guidelines for further information.

“Plans Specifications and Estimates (PS&E)” is programmed in the fiscal year during which these activities will begin. For Caltrans projects the costs are programmed in one fiscal year. For local agency projects these costs may be listed in more than one fiscal year, as appropriate. Refer to Section 50(a) “Program Year for Cost Components” of the CTC STIP guidelines for further information.

“Right of Way (R/W)”, including Caltrans “Right of Way Support (R/W SUP)”, is programmed in the fiscal year(s) during which Right of Way acquisition (including utility relocation) contracts will be executed. If the contracts are executed in a single year, the cost shall be programmed in that one fiscal year. The costs may be programmed in more than one fiscal year, as appropriate. Refer to Section 50(b) “Program Year for Cost Components” of the CTC STIP Guidelines for further information. For Caltrans projects, STIP amendments for R/W Capital and R/W Support are only permitted in conjunction with the Annual Right of Way Plan. Refer to Section 67 “STIP Amendments” of the CTC STIP Guidelines.

“Right of Way Support (R/W SUP)” is used only for projects implemented by Caltrans. For all other implementing agencies, Right of Way Support costs are included in the Right of Way Capital component.

“Construction (CON)”, including Caltrans “Construction Support (CON SUP)”, is programmed in the fiscal year during which the construction contract(s) will be advertised. All construction costs that are associated with a single construction contract should be listed in one fiscal year. If a project will have multiple contracts to be advertised in different fiscal years, then the construction costs (including Caltrans support costs) may be programmed in multiple years. Regardless of the length of time over which the construction costs will be paid, the costs need to be programmed in the year in which the contract will be advertised.

“Construction Support (CON SUP)” is used only for projects implemented by Caltrans. For all other implementing agencies, Construction Support costs are included in the Construction Capital component.

All components must be fully funded. Generally the earlier components, such as project development, must be fully funded prior to programming later components such as construction.

In accordance with Section 47 “Program Year for Cost Components” of the CTC STIP Guidelines, all programmed component amounts must be escalated, and rounded to thousands.

**Fiscal Years**

Funding for each component is programmed according to appropriate fiscal year. The cost of each project component will be listed in the STIP no earlier than in the State fiscal year in which the particular project component can be delivered. Since the 2000 STIP covers a four-year period (FY 00/01 through FY 03/04) RTIP, ITIP and Grandfathered STIP funds may only be programmed in this four-year period. Any programming of STIP funds beyond the four-year period of the STIP must remain in the unprogrammed balance for programming in a later STIP cycle. Committed Non-STIP contributing funds for years beyond the four-year period of the STIP may be combined together into the “04/05+” column.

Any additional funds needed, but not yet committed for the project, may be shown for fiscal years FY 00/01 through FY 07/08 and beyond.

State statutes and Commission policies, such as the requirement that environmental clearance must be obtained prior to an allocation of funds for Right of Way acquisition or Construction, and, the Commission's Timely Use of Funds policy which prohibits STIP amendments to change the program year of funding for any component programmed in the current fiscal year or earlier, have direct impacts to project programming. These and other Commission policies as outlined in the Guidelines should be fully considered to ensure programming in the appropriate fiscal year(s). Therefore, the CTC STIP Guidelines should have been read and fully understood prior to preparation of the Funding Sheet, with particular attention to sections 43 "Project Descriptions" through 67 "STIP Amendments". Programming of STIP funds should be made only after reading these sections.

**Program Code**

"Program Code" is a number assigned by Caltrans to categorize different types of STIP projects funded through the RTIP, ITIP, 'Grandfathered' STIP, federal Demo, STP and CMAQ programs.

The Program Code is used by Caltrans for the Transportation Accounting And Management System (TRAMS), to allow STIP projects to be categorized for program and project tracking purposes. The codes are to be assigned by the Caltrans District Offices. Fact Sheets may be submitted without a Program Code, but must be entered by Caltrans prior to CTC action. A list of the "FY 99/00 SHOPP/STIP/Toll Bridge Program Codes" is available at: <http://www.dot.ca.gov/hq/transprog/stip.htm>

**Funding Agency**

The "Agency" is the agency providing the funding for the particular source of contributing funds. It is used only for Non-STIP funding contributions to identify the agency providing the non-STIP funds for the project.

**Fund Type**

The "Fund Type" is the type of funds contributed to the project. It is used to identify Non-STIP funding contributions to the project.

For federal TEA-21 High Priority projects, the project identification number shall be provided.

Within regions represented by a Metropolitan Planning Organization (MPO) the terminology used to describe the Fund Type should be the same as that used in the federal Transportation Improvement Program (TIP).

**Comments**

The "Comments" box is available to include any pertinent information regarding the funding. For example the fund source may be more fully described, or if funds are being reduced for a particular component, the reason for the reduction should be noted.

If the Funding Sheet is used to propose an amendment to an existing project, any information included in the comments box does not relieve the agency preparing the sheet from providing a STIP Amendment Request Letter with a detailed Summary, Background, Explanation and other pertinent information to support the proposed programming change.

**Totals**

The "Total" figures are formulas that automatically display the sum of funding, for each component over different fiscal years. The Total fields are protected so that the formulas are not accidentally corrupted

**FUNDING TABLES**

To properly program a project in the STIP, three basic funding tables must be completed. The Existing Funding Tables show the funds as currently programmed. For new project funding nominations these funds would be \$0. The Proposed Funding tables show how the existing funds will be programmed following the proposed changes. That is, the proposed funding tables are the resultant funding status after the Commission action. The Additional Funding Table shows any additional funding needs to complete the project yet have not been committed to the project. The Proposed Funding Tables, along with the Additional Funding Needs Table, provide the Total funding picture for the cost, and are summed up in the Total Project Cost table.

**EXISTING FUNDING**

The Existing Funding Tables display the existing programmed funds from the Regional Transportation Improvement Program (RTIP), Interregional Transportation Improvement Program (ITIP), 'Grandfathered' STIP, and Non-STIP Contributions already programmed for the project. As such, these tables are almost exclusively used for amending existing projects.

The RTIP, ITIP and 'Grandfathered STIP' funding entered in these tables shall accurately reflect the current funding status of the project as displayed in the latest "Report of STIP Balances - County and Interregional Shares" as modified by any subsequent amendments. The Share Balances Report is available on the Internet at: <http://www.dot.ca.gov/hq/transprog/stip.htm>

The "Existing Non-STIP Funding Contributions" Tables display the existing committed non-STIP funding for the project. For each non-STIP funding contribution, the agency that proposes to commit the funds and the source from where the agency proposes the funding, need to be identified. If there are more than one source of non-STIP funds involved for a project, each of the fund sources must be identified in a separate table.

A full description of the non-STIP funding contributions must be provided to enable accurate display of the funding in the statewide database. Contributors 4, through 12 are available on the third, through fifth page of the Funding Sheet, if needed. If more than three Contributors are identified, the print area of the Excel Spreadsheet must be resized to include the additional contributors.

Any changes to the existing funding must be explained briefly in the Comments box. If the Funding Sheet is submitted as an attachment to a STIP Amendment Request, then the information included in the comments box does not relieve the agency preparing the sheet from providing a STIP Amendment Request Letter with a detailed Summary, Background, Explanation and other pertinent information to support the proposed amendment request.

If a component has funds programmed in a prior STIP fiscal year, the funds for that component will be entered in the "Prior" column.

If funding for a given fund source is being proposed for the first time, then the proposed funding is displayed in the Proposed Funds Table, and \$0 is entered in the Existing Funding Table under the corresponding components and fiscal years as the funds are being proposed. This is to help confirm that the funding is being added for the first time for this project.

Conversely, if existing funding for a given fund source is proposed to be completely deleted, then the existing funding is displayed in the Existing Funds Table, and \$0 is entered in the Proposed Funding Table under the corresponding components and fiscal years as currently programmed. This is to help confirm that the funding is being deleted in its entirety.

The total cost of the “Existing RTIP Funds”, “Existing ITIP Funds”, and “Existing Grandfathered STIP Funds” Tables is the total “STIP” amount displayed in the “Prior and Existing Funding” column of the “Total Project Component Costs” Section of the Fact Sheet. The total cost of the “Existing Non-STIP Funding Contributors”, Tables is the total “Other” amount displayed in the “Prior and Existing Funding” Column in “Total Project Component Costs” Section of the Fact Sheet. The TCRP funds need to be shown under “Non-STIP” funds

### **PROPOSED FUNDING**

The Proposed Funding Tables display the proposed programmed funds from the Regional Transportation Improvement Program (RTIP), Interregional Transportation Improvement Program (ITIP), ‘Grandfathered’ STIP, and Non-STIP Contributions proposed for the project. As such, these tables reflect the proposed funding of new project nominations, or in the case of amendments, the revised funding composition of the project, following approval of the proposed amendment by the Commission.

This table displays the proposed funding for the project for the given fund source. It identifies the total funds for each component of the project after the proposed nomination/amendment is approved. It is the summation of the funding shown on the “Existing Funds” table and the increase/decrease that is being requested. For example, if a project had \$100,000 programmed in the current RTIP for PS&E in the FY 00/01 and \$50,000 is to be added to this component in the same year, the “Existing RTIP Funds” column will show \$100,000 for PS&E under 00/01 and the “Proposed RTIP Funds” column will show \$150,000 (sum of the existing \$100,000 and the \$50,000 increase requested) for PS&E under FY 00/01 Funds removed from an existing component will be handled in a similar manner. If no change is being proposed to any of the information in the “Existing Funds” table, the information in the “Proposed Funds” table shall be exactly the same as in the “Existing Funds” table.

It is important to note the requirements of “Full and Partial Funding” in section 15 “Programming Project Components Sequentially” of the Commission adopted guidelines. This section allows a project to be programmed sequentially. That is, a project may be programmed for project development without being programmed for right-of-way or construction. However, a later component such as construction or right-of-way cannot be programmed without the project development or preliminary engineering being programmed, unless these components are not needed for the type of project involved. In such case, this fact shall be specified under the “comments”. Note that the Commission will program a project component only if it finds that the component itself is fully funded, either from STIP funds or from other committed funds.

Note that the amount of any proposed Grandfathered STIP funds shall not be greater than the corresponding existing Grandfathered STIP funds. As such, use of the “Proposed Grandfathered STIP Funds” table is limited to such actions as to move the existing funding to a later fiscal year or to reduce the existing funding.

Note that changes to committed non-STIP contributing funds, or proposals of new non-STIP funding contributions, require a copy of the resolution or ordinance approving such proposal adopted by the agency with discretionary authority over the funds. For Federal discretionary funds, the commitment may be by Federal approval of a full funding grant agreement or by grant approval. The TCRP funds need to be shown under “Non-STIP” funds

If funding for a given fund source is being proposed for the first time, then the proposed funding is displayed in the Proposed Funds Table, and \$0 is entered in the Existing Funding Table under the corresponding components and fiscal years as the funds are being proposed. This is to help confirm that the funding is being added for the first time for this project.

Conversely, if existing funding for a given fund source is proposed to be completely deleted, then the existing funding is displayed in the Existing Funds Table, and \$0 is entered in the Proposed Funding

Table under the corresponding components and fiscal years as currently programmed. This is to help confirm that the funding is being deleted in its entirety.

**PROPOSED TOTAL PROJECT COST**

The “Proposed Total Project Cost” Table at the top of page one of the Funding Sheet provides an overview of the total funding proposed for each component of the project. All the information in this table is calculated automatically by summing up the values in the tables for “Proposed RTIP Funds”, “Proposed ITIP Funds”, “Proposed Grandfathered STIP Funds”, “Proposed Non-STIP Contributors”, and “Additional Funding Needs”. For a new project that is being nominated for the RTIP or ITIP, the “Proposed Total Project Cost” table displays the total cost of the new project. When this sheet is used to amend an existing project, this table displays the revised total funding composition of the project, should the proposed amendment be approved by the Commission.

The amounts in the total column of this table equal the amounts in the “Total” column of the “Total Project Component Costs” Section of the Fact Sheet.

For new project Nominations, the component amounts in the total column of this table equal the sum of the amounts in the “Change in Funding” columns of the “Total Project Component Costs” Section of the Fact Sheet.

For STIP Amendments, the component amounts in the total column of this table may or may not equal the information provided under the “Change in Funding” columns of the “Total Project Component Costs” Section of the Fact Sheet. The reason for this is that the “Change in Funding” columns display only the actual change for each component whereas the proposed Total Project Cost table reflects the funding status of each component after the changes are approved.

**ADDITIONAL FUNDING NEEDS**

The “Additional Funding Needs” table displays the additional funding needs that have been identified for the project but have not yet been committed.

Note that components must be fully funded. If earlier components are shown to have additional funding needs that are not yet committed, the later components cannot be programmed into the STIP even if the later ones are fully funded.

Amounts entered into the “Additional Funding Needs” table are included by formula in the “Proposed Total Project Cost” table at the top of page one of the Funding Sheet.

The component amounts in the total column of this table equal the amounts in the “Total” column of the “Total Project Component Costs” Section of the Fact Sheet.

**CTC STIP GUIDELINES**

The CTC STIP Guidelines should have been read and fully understood prior to preparation of the Fact/Funding Sheets. The Guidelines and templates of the Fact/Funding Sheets are located at: <http://www.dot.ca.gov/hq/transprog/stip.htm>